OPTIONAL FORM NO. 10

OBJUSTICATION OF THE PROPERTY OF THE PRO

a day and a half spot-checking the accounting records. He found two matters which he was going to look into upon his return to HQ and said he would advise us regarding the retirement or destruction of our back files. Please refer to para 3 dated 14 Feb 62). Travel Documents Vouchered travel - concur. Unvouchered travel - verbal instructions have been: "Entertainment Sheets" are never destroyed. "Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.	FOR : I	Index Division DATE: 12 June 1962	
1. OFFICE OPERATIONS AND ADMINISTRATIVE FILE Destroy other than policy papers when 3 years old. Funds Accountings - since an actual audit has never been made we feel that all accounting records should be retained here until such time as complete audit is made. (On 14 Feb 62, of the Audit Staff spent a day and a half spot-checking the accounting records. He found two matters which he was going to look into upon his return to HQ and said he would advise us regarding the retirement or destruction of our back files. Please refer to para 3 dated 14 Feb 62). Travel Documents Vouchered travel - concur. Unvouchered travel - verbal instructions have been: "Entertainment Sheets" are never destroyed. "Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.	subject: Re	ecords Control Schedule	
Destroy other than policy papers when 3 years old. Funds Accountings - since an actual audit has never been made we feel that all accounting records should be retained here until such time as complete audit is made. (On 14 Feb 62, of the Audit Staff spent a day and a half spot-checking the accounting records. He found two matters which he was going to look into upon his return to HQ and said he would advise us regarding the retirement or destruction of our back files. Please refer to para 3 dated 14 Feb 62). Travel Documents Vouchered travel - concur. Unvouchered travel - verbal instructions have been: "Entertainment Sheets" are never destroyed. "Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.	We fo	concur with your disposition instructions on all but the	
Funds Accountings - since an actual audit has never been made we feel that all accounting records should be retained here until such time as complete audit is made. (On 14 Feb 62, of the Audit Staff spent a day and a half spot-checking the accounting records. He found two matters which he was going to look into upon his return to HQ and said he would advise us regarding the retirement or destruction of our back files. Please refer to para 3 dated 14 Feb 62). Travel Documents Vouchered travel - concur. Unvouchered travel - verbal instructions have been: "Entertainment Sheets" are never destroyed. "Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.	1.	OFFICE OPERATIONS AND ADMINISTRATIVE FILE	
we feel that all accounting records should be retained here until such time as complete audit is made. (On 14 Feb 62,		Destroy other than policy papers when 3 years old.	
a day and a half spot-checking the accounting records. He found two matters which he was going to look into upon his return to HQ and said he would advise us regarding the retirement or destruction of our back files. Please refer to para 3 dated 14 Feb 62). Travel Documents Vouchered travel - concur. Unvouchered travel - verbal instructions have been: "Entertainment Sheets" are never destroyed. "Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.		We feel that all accounting monorage changes	
Vouchered travel - concur. Unvouchered travel - verbal instructions have been: "Entertainment Sheets" are never destroyed. "Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.		a day and a half spot-checking the accounting records. He found two matters which he was going to look into upon his return to HQ and said he would advise us regarding the retirement or destruction of our back files. Please refer to	25×
Unvouchered travel - verbal instructions have been: "Entertainment Sheets" are never destroyed. "Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.		Travel Documents	
"Entertainment Sheets" are never destroyed. "Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.		Vouchered travel - concur.	
"Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited? 2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.	1	Unvouchered travel - verbal instructions have been:	
2. CONVENIENCE FILES (READING) Suggest destruction when 2 years old.		"Entertainment Sheets" are never destroyed.	
Suggest destruction when 2 years old.		"Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited?	
	2. (CONVENIENCE FILES (READING)	
25		Suggest destruction when 2 years old.	
			25X

25X1

25X1

25X1

25X1

25X1

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170004-0

25X1